

EIMS Valid File Format (tab delimited text file)

We will be concentrating our validation edits on the following are the fields:

010	Unique Local Student Identifier
020	Responsible Division Number
030	Responsible School Number
040	Serving Division Code
050	Serving School/Center Code
060	Active Status Code
100	Exit/Withdrawal Date
110	Racial/Ethnic Code
120	Gender Code
130	Birth date
140	Grade Level Code
160	Primary Disability Code
180	Disadvantaged Status Flag
190	Limited English Proficient Status Code
240	Migrant Status Flag
280	Title I Code
650	EIMS Testing Identifier
660	Student's First Name
670	Student's Middle Initial
680	Student's Last Name

Below are additional data validation notes for the fields not covered by the VA DOE SRC specifications.

Student First Name:

- * This is a required field.
- * Valid values: A-Z, a-z, comma, space
- * Validation notes: for the FALL 2004 data files, PEM will perform the following:
 - o Following special characters will be converted to BLANKS: Apostrophe, Tick, Dash, Period, Left Parenthesis, Right Parenthesis, digits 0-9, Asterisk, and Question Mark.
 - o All letters will be converted to upper case
 - o Field will be truncated to 9 characters
 - o Please note: This field will be truncated to 9 characters for the creation of testing identifiers in FALL 2004. However, it will not be truncated on reports.

Student Middle Initial:

- * Valid values: A-Z, a-z, space
- * Validation notes: for the FALL 2004 data files, PEM will perform the following:
 - o Following special characters will be converted to BLANKS: Apostrophe, Tick, Dash, Period, Left Parenthesis, Right Parenthesis, digits 0-9, Asterisk, and Question Mark.
 - o All letters will be converted to upper case
 - o Field will be truncated to 1 character

Student Last Name:

- * This is a required field.
- * Valid values: A-Z, a-z, comma
- * Validation notes: for the FALL 2004 data files, PEM will perform the following:
 - o Following special characters will be converted to BLANKS: Apostrophe, Tick, Dash, Period, Left Parenthesis, Right Parenthesis, digits 0-9, Asterisk, and Question Mark.
 - o All letters will be converted to upper case
 - o Field will be truncated to 11 characters
 - o Please note: This field will be truncated to 11 characters for the creation of testing identifiers in FALL 2004. However, it will not be truncated on reports.

EIMS Statewide Testing Identifier (STI):

- * For the FALL 2004 data files this IS a required field.
- * Valid values: 0-9, space
- * Validation notes:
 - o If you are submitting only new students (i.e. students without STIs) this field may be left blank. (Please note: The preferred method for submission is to submit only new students.)